

February 10, 2015

Greetings Vendor,

On behalf of the City of Dayton, I would like to thank you for considering your vital participation in the 2015 Summer Music Series. In efforts to grow the Summer Music Series and make it a pleasing experience for all, we have made some necessary changes for 2015. One of the notable changes effective this year is the new policy concerning payment. We will no longer accept checks as payment from vendors. All vendor applications must be paid with money order. Please be sure to read the entire Vendor Application Packet, for additional updated information.

If you have any questions, please feel free to contact me by phone at 937-333-3393, or via email at [Lamonte.Hall@daytonohio.gov](mailto:Lamonte.Hall@daytonohio.gov). I look forward to working with you in 2015.

Thank you,

A handwritten signature in cursive script, appearing to read "Lamonte Hall Jr.", written in dark ink.

Lamonte Hall Jr.  
Recreation Program Coordinator  
City of Dayton – Department of Recreation and Youth Services  
937-333-3393  
[Lamonte.Hall@daytonohio.gov](mailto:Lamonte.Hall@daytonohio.gov)

Hello,

I would like to first Thank You for participating as a vendor in the 2015 Summer Music Series. Below you will find details pertaining to the event, so please be sure to read this entire document.

### **2015 Summer Music Series (Jazz Festival)**

#### **General Festival Information**

Date: Sunday, June 21, 2015  
Time: 1:00pm – 9:00pm

#### **Vendor Set-Up Information**

Set – Up Time: 9:00am – 11:00am  
(All vendors must be set-up by 11:00am)

#### **Vendor Sales Information**

Sales Start: 1:00pm  
(All vendors should be prepared to begin selling food at 12:30pm)  
Sales End: 8:30pm  
(All vendors **MUST** shut down and stop sales at 8:30pm!)

#### **Vendor Prep and Cooking Information**

Cooking is only to take place:

- At street level
- In your booth
- On tar paper

**(Vendors must line their booths, and prep area with tar paper unless in a self-contained unit)**

#### **Grease Removal**

- All grease must be removed from site by vendor
- All grey water must be removed from site by vendor

#### **Parking**

After unloading, all vendors must park vehicles in the assigned parking lot on Jefferson Street. Parking passes will be given when vendors check in at the event.

If you have any questions, please feel free to contact me at:  
937-333-3393 or via email at [Lamonte.Hall@daytonohio.gov](mailto:Lamonte.Hall@daytonohio.gov).

Thank You,

Lamonte Hall Jr.

## Welcome to the Summer Music Series



**ALL COOKING, PREP,  
AND SUPPLIES MUST  
BE ON TAR PAPER.**



**YOU ARE  
RESPONSIBLE FOR  
REMOVING ALL  
GREASE AND GREY  
WATER FROM SITE.  
HELP US TO AVOID  
GREASE ON THE  
STREETS, AND THE  
HARMING OF TREES.**



**ENJOY THE  
FESTIVAL!**





101 W. Third Street  
Dayton, Ohio 45402

## 2015 City of Dayton Music Series Food Vendor Application Packet



10 W. Second St., Suite 611  
Dayton, Ohio 45402

February, 2015

Dear Prospective Food Vendor:

The City of Dayton's Department of Recreation and Youth Services and the Downtown Dayton Partnership are pleased to present the 2015 Music Series at Dave Hall Plaza in Downtown Dayton. There are four festivals that make up this series. The first one is Jazz Festival on June 21st, followed by the Dayton Blues Festival on July 19th, Dayton Rock Festival on August 16<sup>th</sup>, and concluding with the Dayton Reggae Festival on September 6th. In preparation for these events, we are soliciting potential food vendors to participate.

Attached, you will find the vendor provisions and application forms. You may apply to participate in one or more festivals. **If you choose to participate in all four festivals, and return your application and fees for all four festivals before June 11, 2015, you will receive a \$200 discount off of the total fees due.** The advance, pre-paid fee for all four festivals is \$680.00. The single festival fee is \$220.00. **Checks will not be accepted!** You must apply in advance to be considered as a vendor for each festival. All applications will be taken on a first come, first serve basis. You will receive a receipt upon submittal of your application. **All applications and general provisions must be received at the Downtown Dayton Partnership Office by 12:00 noon on the deadline dates indicated below:**

Festival	*Application Deadline	Festival Date
Dayton Jazz Festival	<b>Thursday, June 11, 2015</b>	Sunday, June 21, 2015
Dayton Blues Festival	<b>Thursday, July 9, 2015</b>	Sunday, July 19, 2015
Dayton Rock Festival	<b>Thursday, August 6, 2015</b>	Sunday, August 16, 2015
Dayton Reggae Festival	<b>Thursday, August 27, 2015</b>	Sunday, September 6, 2015

Space is limited; therefore, applications will be accepted according to the following criteria:

- Local (Dayton) vendors will have preference;
- **Vendors who have participated in the past will be considered first if they have their application and payment in on time;**
- In the event of product duplication, the date of receipt of application and payment will be taken into consideration.

**\*Applications and payments WILL NOT be accepted after the deadline listed above.**

When submitting application materials, please make money orders payable to: **Downtown Dayton Partnership**, noting in the memo section of the money order whether the payment is for Jazz, Blues, Rock, Reggae or all four festivals, and attach it with your application. **Checks will not be accepted!** Application materials and money orders may be mailed to the following address:

**Downtown Dayton Partnership - Attn: Music Series; 10 W. Second St., Suite 611; Dayton, Ohio 45402**

If you have any questions, please contact me at 937-333-3393. I look forward to working with you in making the 2015 Music Series successful this year.

Sincerely,

Lamonte Hall Jr., Vendor Coordinator – Music Series  
City of Dayton's Department of Recreation and Youth Services

Enclosures:

1. Application
2. General Provisions

**2015 City of Dayton Music Series  
Food Vendor  
General Conditions and Provisions**

**Please Check the Event for Which You Are Applying**

<b>Check one</b>	<b>Festival</b>	<b>Festival Date</b>
	Dayton Jazz Festival	Sunday, June 21, 2015
	Dayton Blues Festival	Sunday, July 19, 2015
	Dayton Rock Festival	Sunday, August 16, 2015
	Dayton Reggae Festival	Sunday, September 6, 2015

The 2015 Music Series will be held in Downtown Dayton, Ohio at Dave Hall Plaza located at Fourth and Jefferson Streets. By submitting the Food Vendor Application, you agree to abide by the following conditions and provisions:

**GENERAL CONDITIONS AND PROVISIONS ARE AS FOLLOWS:**

1. Completed and signed applications, general provisions and fees must be returned to the Downtown Dayton Partnership; 10 W. Second St., Suite 611; Dayton, Ohio 45402; Attn: Music Series, no later than the designated deadline by 12:00 noon. Make money orders payable to: **Downtown Dayton Partnership.**
2. All food vendors will be required to meet the Montgomery County Health Department standards and secure all necessary permits prior to the date of the event. Please provide your agency **Food Service Operation License # \_\_\_\_\_ or a copy of the receipt for purchase of a Temporary Permit.**
3. All City of Dayton Fire Department regulations must be adhered to regarding transportation, set-up, use of, and tear-down of all materials, supplies and equipment needed. According to the Ohio State Fire Marshall's Code, vendors may not have open flames such as gas or propane under a tent cover.
4. Food vendors must secure their own **Commercial General Liability Insurance. You must provide proof of this insurance with your application.** The coverage must be for a minimum of \$1,000,000 per occurrence and \$1,000,000 annual aggregate for personal injury and property damage including product liability. The following will be named as an additional insured on the vendor policy: **City of Dayton; 101 W. Third Street; Dayton, OH 45402**
5. **No alcoholic beverages of any kind are permitted.**
6. All vendors will be assigned a rental space in the food court. Spaces will be assigned according to the types of product being sold, electrical and water needs and space requirements. All vendors are allotted a **25' x 15' space.** Any space need greater than this allotment will require the vendor to apply for and be charged for 2 rental spaces.
7. **Vendors are responsible for proper care of and disposal of trash created by the storage, preparation, and selling of products, and complete clean up of their rented space.** Waste containers will be made available for regular trash and recycling materials, including cardboard. All grease/oil/or food must be removed from the site.

8. All cooking, preparation, and supplies must be on tar paper. Tar paper must be placed under the entire booth with no gaps to catch all food droppings and splatter. Self-contained units do not need to use tar paper.

**YOU MAY NOT DUMP GRAY WATER OR GREASE ON THE FESTIVAL SITE. VENDORS VIOLATING ANY OF THESE RULES WILL BE SUSPENDED FROM FUTURE SALES AT THE FESTIVAL AND WILL FORFEIT ALL VENDOR FEES.**

9. No political promotions, fund-raising, raffles or games are permitted.
10. Vendors may not have any pets, other than guide/assistance dogs on the Festival site.
11. Vendors are not permitted to sell products not listed on their applications, or not approved in writing, in advance to the Vendor Coordinator. At the Festival, you must sell your food items for the prices listed on your application.
12. **Set-up times for vendors will be 9:00 a.m. – 11:00 a.m on the date of the event.** All vehicles not involved in the Concession operation must be removed from the festival area by 11:00 a.m. Additional vehicles will not be permitted in the festival area for re-supply purposes.
12. All vendors must be **ready to operate by 12:30 p.m. on the date of the event and must start clean up at 8:30 p.m. for the Jazz, Blues, and Rock Festivals and 7:30 p.m. for the Reggae Festival.**
13. Set-up, including all needed equipment and booths, is the vendor's responsibility. If tents are used, they must be free-standing. All equipment must not exceed rented space.
14. The Music Series Planning Committee reserves the right to be the sole judge of the suitability of any item being offered for sale. Any decision made by the planning committee shall be final.
15. Any vendor violating the conditions and provisions outlined herein will be asked to leave the event area and the vendor fee will be forfeited.
16. Vendors will furnish and pay for any tax or license that may be required.
17. In the event that the **Music Series Planning Committee** cancels an event due to inclement weather or other local emergencies, the following provisions will apply:
- Cancellation is made prior to day of event; vendors will receive a full refund.
  - Cancellation is made the day of the event and vendor has set-up and been operating for at least 4 hours; vendors will receive a 50% refund. Delays for musical performance do not constitute a cancellation and therefore, no refund will be made.
  - A Refund Request form must be submitted to receive a refund.
18. If the vendor cancels for any reason, no refund will be provided.

By signing this application form, you agree to abide by the provisions provided herein.

Print Name \_\_\_\_\_ Company \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_



## Food Vendor Application Form



MAIL FORM TO:

Downtown Dayton Partnership  
Attn: Music Series  
10 W. Second St. Suite 611  
Dayton, Ohio 45402

### APPLICANT INFORMATION

(Please Print All Information)

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### EVENT INFORMATION

(Please Print All Information)

Please check the event for which you are applying: ☐ Jazz Festival ☐ Blues Festival ☐ Rock Festival ☐ Reggae Festival

Location of Park or Facility: \_\_\_\_\_

### REQUIREMENTS (Additional fees beyond Special Event or Park Rental Fees may apply)

Please note which if any of the following amenities you will require:

Electricity \_\_\_\_\_

**How many outlets of each type of power are needed?**

110 \_\_\_\_\_ 220 \_\_\_\_\_

Water \_\_\_\_\_

If any above are checked, please describe your SPECIFIC needs (if you have all your equipment in a trailer set up, please note this here):

\_\_\_\_\_  
\_\_\_\_\_

Please list all equipment you will be bringing to place in assigned space:

\_\_\_\_\_  
\_\_\_\_\_

### Food Vendor Fee \$220.00 per 25' x15' space:

Number of spaces \_\_\_\_\_ Total Cost \_\_\_\_\_

Make money orders payable to, **Downtown Dayton Partnership**.

Please list all items to be sold, including prices, below. Any addition to items listed here, must be submitted in writing no later than one week before date of event and must be approved by the Planning Committee.

\_\_\_\_\_  
\_\_\_\_\_

Applicant hereby agrees to be responsible for repairing any damage / loss to the park or equipment which may arise from the above mentioned event. Applicant agrees to hold the City of Dayton, Ohio and the Downtown Dayton Partnership free and clear from any and all liabilities, whether to person or property, as the result of negligence on the part of said individual or organization, or the acts of any of its employees, agents, or anyone visiting the event. Applicant further agrees to adhere to all park rules which have been adopted by the City of Dayton, Ohio.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 2015 City of Dayton Music Series

# APPLICATION PACKET CHECKLIST

Please make sure that all of the following have been completed and enclosed for each event for which you are applying.

- \_\_\_ 1. Application Form with an **Original Signature**
- \_\_\_ 2. General Provisions Form with an **Original Signature**
- \_\_\_ 3. **Copy** of Food Service Operation License/Receipt
- \_\_\_ 4. **Copy** of Proof of Commercial General Liability Insurance
- \_\_\_ 5. Payment (Make money orders payable to: **Downtown Dayton Partnership.**)

**\*PLEASE PLACE DOCUMENTS IN THE ORDER THAT THEY APPEAR ON THIS CHECKLIST**

Please mail Application and General Provisions to:

**Downtown Dayton Partnership**  
10 W. Second St., Suite 611  
Dayton, Ohio 45402

### **Application Deadlines**

Dayton Jazz Festival – **June 11, 2015**  
Dayton Blues Festival – **July 9, 2015**  
Dayton Rock Festival – **August 6, 2015**  
Dayton Reggae Festival – **August 27, 2015**

### **Event Dates**

Dayton Women in Jazz Festival – **June 21, 2015**  
Dayton Blues Festival – **July 19, 2015**  
Dayton Rock Festival – **August 16, 2015**  
Dayton Reggae Festival – **September 6, 2015**